

Topsfield Planning Board

September 6, 2011

Chairman Morrison called the meeting to order at 7:44 PM. Board members present were Martha Morrison, Janice Ablon, Steven Hall, Gregor Smith and Ian DeBuy Wenniger who joined the meeting at 8:30PM. Roberta Knight, Community Development Coordinator was also present.

Visitors: Selectman Dick Gandt; Attorney Bradford Latham and Alan Berry

Minutes: Member Steven Hall made the motion to approve the minutes of August 16, 2011 as amended; seconded by Member Gregor Smith; so voted 4-0.

Review of Revised Meeting Schedule: The Board reviewed the revised meeting scheduled for September through December 2011 as discussed at the August 16th meeting. The Board will meet once per month on the first Tuesdays.

New Meadows EHD: Chairman Morrison noted that developer Frank Iovanella contacted her to request an appointment before the Board to discuss proposed modifications relative to scale back size and styling for the six (6) building units to be located within the New Meadows EHD development. It was the consensus of the Board members that the Board would send an “informational” notice to the abutters of the development informing them that the Board would be discussing the proposed modifications to the original plans at its November 1, 2011 meeting.

English Commons Reconfiguration of Units, Walking Trail Covenant and O&M, Use Plan for Trail: At 8:10PM, Attorney Latham and developer Alan Berry met with the Board to request approval of the unit reconfiguration as discussed at the August 16th meeting and to review the Operations, Maintenance And Use Plan and Covenant documents for the Walking Trail.

Mr. Berry presented the Board with a full scale revised site plan for English Commons dated August 29, 2011 that showed the modification to the original plan for the reconfiguration of 3 3-unit buildings to 4 2-unit buildings, and one additional garage unit. The Board acknowledged the receipt of the Conservation Commission’s memo dated August 18, 2011 noting that the Commission had no issues with the proposed modification.

The Board then addressed several issues that needed to be addressed in the Walking Trail’s Operations, Maintenance & Use Plan. The members voiced their respective opinions that the plan needs to define a maintenance schedule that specifically requires regular mowing and trimming of grass, weeds and brush from Rowley Bridge Road to the Boardwalk, across the Boardwalk and thru the nature trail. The Association would be required to maintain the Boardwalk and the walking trail. The trail and the Boardwalk would provide access on and off the property for both the English Commons residents and the public, specifically the Rowley Bridge neighbors. The trail would also provide a

connection for the Topsfield community to enjoy the open space within the district as noted in the representations made at the 2008 Town Meeting.

Attorney Latham and Mr. Berry noted their concern relative to the Association's liability for the repairs to the Boardwalk. The Board members responded that once the final draft language was in place for the Plan, the Board would request Town Counsel Kopelman & Paige to review the liability issue.

Member Ian DeBuy Wenniger also noted that the enforcement of the plan needed to be addressed as well as signage. A plan of the area where the trail would be located needed to be attached to the Covenant. Mr. DeBuy Wenniger noted that he would send a mark-up of his revisions of the Plan to Attorney Latham for incorporation as well as any additional comments.

Approval of Modification to Site Plan: The Planning Board determined that the proposed modifications were insignificant in scope resulting in the classification as a minor modification to the original approved site plan for English Commons. Based on this finding, Clerk Janice Ablon made the motion to approve as minor modifications the modification of buildings and units as are shown on the plan entitled "*Revised Site Plan, Plans for English Commons at Topsfield, 12 Boston Street, Topsfield, MA*" dated June 17, 2009, as revised to August 29, 2011, Sheet 21 and on the plan entitled "*Revised Site Grading & Drainage Plan, Plans for English Commons at Topsfield, 12 Boston Street, Topsfield, MA*" dated June 17, 2009, as revised to August 29, 2011, Sheet 22; seconded by Member Steven Hall; so voted 5-0.

Review of Planning Board Forms: The Board reviewed the proposed Application Form A, Rules & Procedures, Legal Notification Process Form for applications related to its special permit granting authority under the Zoning By-law. It was the consensus of the Board to incorporate the Stormwater & Erosion Control and Scenic Road application requirements such that the Planning Board would have one application with rules and procedures for all special permits under its jurisdiction.

The meeting was adjourned at 10:03 PM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator